

DRAFT
Example
Legally Binding Resolution Session
Agreement Form

Name of student: Steve Douglas Date of session 10/2/05
(First and last)

Resident district Mitles Communtiy School District Attending district Same

Area Education Agency 20 Location of mediation Administrative Board Office

Other parties named (other than district/s or AEA/s) _____

Names and roles of people attending _____

Resolution Section

Description of action to resolve issue identified	Person or agency responsible to initiate and complete an action	Timeline for action
<u>1. The AEA will conduct a comprehensive educational evaluation and will examine ability levels, academic potential, learning strengths and weaknesses, and memory difficulties and strengths and make recommendations for implications for teaching and career.</u>	<u>Mary Smith,</u> <u>AEA sector</u> <u>supervisor</u>	<u>Starting date:</u> <u>2nd week in</u> <u>Oct.</u> <u>Completed by</u> <u>2nd wk in Dec.</u>
Did the parties designate how long this action is to occur		

<p>as part of this legally binding agreement?</p> <p><input type="checkbox"/> Not appropriate.</p> <p><input checked="" type="checkbox"/> Yes: Starting date <u>2nd wk in Oct.</u></p> <p>Ending date <u>2nd week in Dec.</u></p> <p>What has to happen so that parties know this part of the agreement has been met? Describe. <u>Upon completion of the evaluation and the specific requirements of the evaluation done, this part of the agreement will be considered fulfilled.</u></p>		
<p><u>2. Upon completion of the comprehensive educational evaluation a copy of the results will be mailed to the home of the parent.</u></p> <p>Did the parties designate how long this action is to occur as part of this legally binding agreement?</p> <p><input type="checkbox"/> Not appropriate.</p> <p><input checked="" type="checkbox"/> Yes: Starting date <u>Mailed Dec. 5-9 (2nd wk. Of Dec.)</u></p> <p>Ending date <u>2nd wk of Dec.</u></p> <p>What has to happen so that parties know this part of the agreement has been met? Describe. <u>After the results of the evaluation have been mailed and the parents receive it, this part of the agreement will be considered fulfilled.</u></p>	<p><u>Mary Smith,</u> <u>AEA sector</u> <u>supervisor</u></p>	<p><u>2nd wk of Dec.</u> <u>(5-9)</u></p>
<p><u>3. An IEP meeting will be held at 10:00 a.m. at the principal's office. Meeting notice will be sent to the parents at least 10 calendar days before the IEP meeting, informing them of participants.</u></p> <p>Did the parties designate how long this action is to occur as part of this legally binding agreement?</p> <p><input type="checkbox"/> Not appropriate.</p> <p><input checked="" type="checkbox"/> Yes: Starting date <u>12/16/05</u></p> <p>Ending date <u>12/16/05, unless both parties consent to breaking the meeting into two sessions should more time be needed to complete the IEP meeting.</u></p> <p>What has to happen so that parties know this part of the</p>	<p><u>Jeff Woodey,</u> <u>LEA special</u> <u>education</u> <u>teacher</u></p>	<p><u>IEP meeting</u> <u>held on</u> <u>12/16/05</u> <u>(unless two</u> <u>sessions are</u> <u>required)</u></p> <p><u>Meeting</u> <u>notice sent by</u> <u>12/06/05</u></p>

agreement has been met? Describe. <u>This part of the agreement will be considered attempted to reach consensus.</u>		
<p>4. <u>The IEP team will meet again to review whether the IEP plan is providing positive outcomes for Steve. This is assuming parties reached agreement on an IEP on 12/16/05 (or after should two meetings be required).</u></p> <p>Did the parties designate how long this action is to occur as part of this legally binding agreement?</p> <p><input type="checkbox"/> Not appropriate.</p> <p><input checked="" type="checkbox"/> Yes: Starting date <u>1st part of April 2006</u></p> <p>Ending date <u>After IEP meeting for review is held</u> What has to happen so that parties know this part of the agreement has been met? Describe. <u>This part of the agreement will be considered fulfilled if the meeting was held and parties attempted to reach consensus.</u></p>	<u>Jeff Woodey, LEA special education teacher</u>	<u>First part of April 2006</u>
<p>5. <u>Michelle Epton, the "shepherd" of the agreement will contact the parents, the principal, and the special education teacher (Jeff) once a month to determine whether refinements or "next steps" are needed.</u></p> <p>Did the parties designate how long this action is to occur as part of this legally binding agreement?</p> <p><input type="checkbox"/> Not appropriate.</p> <p><input checked="" type="checkbox"/> Yes: Starting date <u>January 2006</u></p> <p>Ending date <u>March 2006</u> What has to happen so that parties know this part of the agreement has been met? Describe. <u>This part of the agreement will be considered fulfilled if Ms. Epton contacts the designated parties once during January, February and March 2006.</u></p>	<u>Michelle Epton, AEA school social worker</u>	<u>January, February, March (2006)</u>
6.		
7.		
8.		
9.		
(More can be added)		

Shepherd: The person all parties identified as responsible to (a) coordinate the implementation of the entire agreement and (b) serve as the point of contact for all parties. Michelle Epsen

Contingency Plan: Is a contingency plan needed for any part of the agreement because of something that has the potential to be outside the control of any party in the dispute? (Please include the name of a specific person who may be included during any part of the agreement.)

☒ No ☐ Yes

If yes, describe the plan

Suggested Next Steps

1. When a final agreement becomes available, the Facilitator will provide the written agreement to the "shepherd."
2. The Facilitator will request the "shepherd" to obtain the signature on the final agreement of the parent/s and a representative of the LEA and AEA (who has the authority to bind such agency). A party has 3 business days to void the agreement's execution. The 3-day timeline will commence according to the latest date on the signature agreement page.
3. The "shepherd" will provide a copy of the signed agreement to the Facilitator.
4. The Facilitator will provide a copy to all participants in the Resolution Session and will mail a copy of the signed agreement via U.S. mail to the Iowa Department of Education (DE) (Julie Carmer).
5. The parent will inform the DE (Julie Carmer) who in turn will inform the administrative law judge of the status of the hearing request.

Mandated Signatures for Legally Binding Written Agreement (to be completed after the agreement is finalized)

The undersigned parties agree:

1. This is a legally binding agreement enforceable in any state court of competent jurisdiction or in a district court of the United States.
2. This agreement is in force for the period _____ unless changed by the IEP team or by mutual written consent of the parties.
3. _____ is the shepherd of this agreement. As such she/he is the persons others may contact with questions or concerns about the agreement's implementation.

Print and Sign (Parent/s) Date

Print and Sign (AEA) Date

Print and Sign (LEA) Date